



## Job Aid:

# How to Create a Master Blanket Purchase Order (MBPO) from Scratch

This Job Aid shows a Basic Purchasing user how to:

- Create a Master Blanket Purchase Order
- Submit a purchase order (PO) for approval and/or send PO to vendor

### Of Special Note:

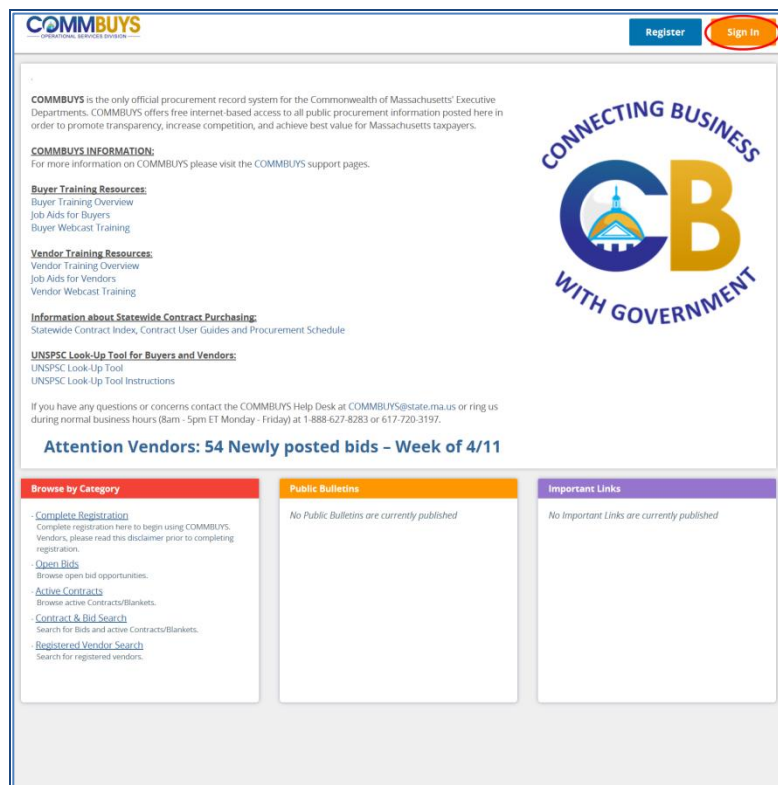
**You must be a Basic Purchasing user with appropriate privileges to the organization that owns the migrated document to perform most of the steps outlined below.** Departments use three types of Vendor (Seller) Contracts, and this Job Aid will focus on the first two.

1. **Master Blankets with one vendor** (awarded contractor) and a catalog of line items specific to that vendor. These blankets, often referred to as “**single vendor based**,” are ideal for contracts where pricing is fixed and does not require a quote, however these blankets can be “Solicitation Enabled” in order to support issuing bids to get price quotes when desired. This setup requires you to create a separate Master Blanket for each awarded contractor.
2. **Master Blankets with multiple vendors** listed as distributors who fall under one placeholder vendor. These blankets, often referred to as “**multi-vendor based**,” can be “Solicitation Enabled” in order to support issuing Bids to get price quotes from the contractors, and then placing orders with the quote winner(s). This setup requires you to create one Master Blanket that would contain all the awarded contractors.
3. **Punchout (G2B Blanket).**  
This catalog type integrates COMMBUYS with a vendor’s order management system and online shopping site. Initiation of this type requires OSD approval.

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### How to Create a Master Blanket Purchase Order (MBPO) from Scratch


#### Screenshot



#### Directions

##### Step 1: Accessing the COMMBUYS Landing Page

1. Launch the COMMBUYS website by entering the URL (<https://www.commbuys.com>) in the browser or by clicking on the hyperlink [COMMBUYS](#).
2. Click on the orange **Sign In** button in the upper right hand corner.
3. Enter your Login ID and Password and click on the **Sign In** button.



## Welcome to COMMBUYS

Login ID

Password

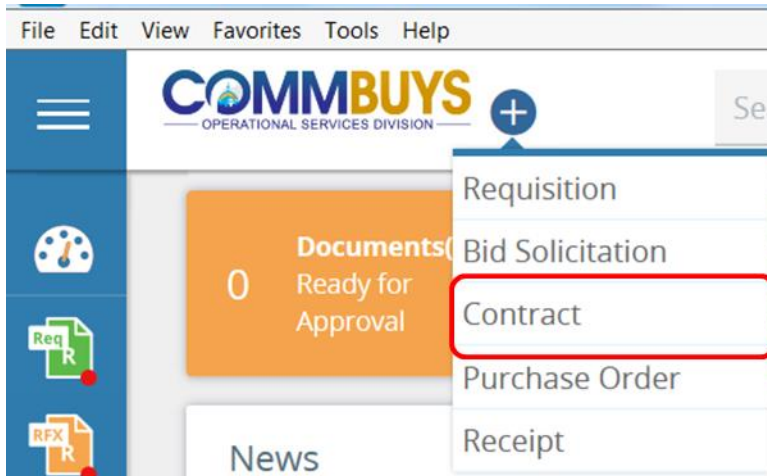
[Login Assistance](#)

## Job Aid:

### How to Create a Master Blanket Purchase Order (MBPO) from Scratch

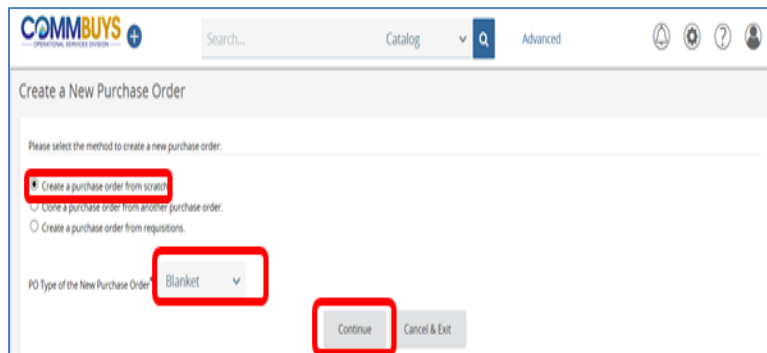
#### Step 2: Creating a New PO

1. Click on the **Add Documents** (plus sign) icon.
2. Select **Contract** from the dropdown menu.



#### Step 3: Creating a New PO From Scratch

1. From the Create a New Purchase Order screen, ensure that the first radio button: **Create a purchase order from scratch** is selected.
2. Ensure that **Blanket** defaults in the PO Type of the New Purchase Order field.
3. Click on the **Continue** button.



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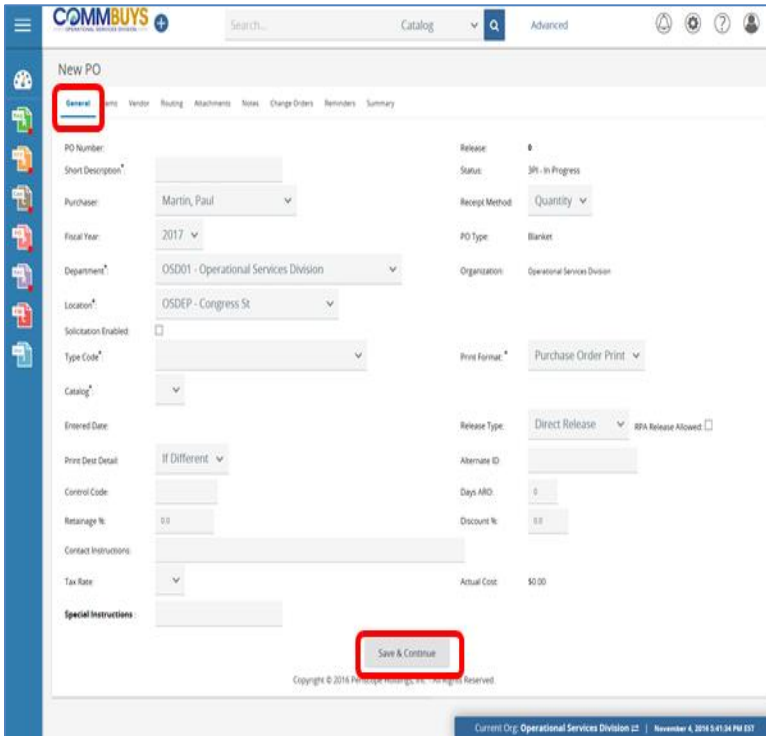
#### Step 4: Completing the New PO General Tab Screen

The New PO screen opens to the General tab. All fields marked with an asterisk are required. The required fields are:

- **Short Description:** Use this field to enter your agency's contract numbering information, as well as a few key words for easy searching.
- **Department:** This defaults from the user profile. It may be changed using the dropdown if other departments are available to the user.
- **Location:** This defaults from the user profile. It may be changed using the dropdown if other locations are available to the user.
- **Type Code:** Select from the dropdown menu:
  - **CH** – Historical Contract (do not use)
  - **NC** – Non-Statewide/Limited User Contract
  - **SW** – Statewide Contract
- **Catalog:** Field is not used.
- **Print Format:**
  - **Purchase Order Print** (use this default)
  - **PO Vendor Print**

Optional Fields include:

- **Release Type:**
  - **Direct Release:** A single vendor blanket with specific pricing. Select if you would like the PO to be ready to send to the vendor once the requisition is approved.
  - **Standard Release:** Used for any blanket with or without pricing. Select if you would like the PO to require a second approval.
  - **RPA Only Release:** To be used only for situations that require the



The screenshot shows the 'New PO' screen in the COMMBUYS system. The 'General' tab is selected and highlighted with a red box. The form contains various fields for creating a purchase order, including PO Number, Short Description, Purchaser, Fiscal Year, Department, Location, Solicitation Enabled, Type Code, Catalog, Entered Date, Print Date Detail, Control Code, Retainage %, Contact Instructions, Tax Rate, Special Instructions, Release, Status, Receipt Method, PO Type, Organization, Print Format, Release Type, Alternate ID, Days ARO, and Discount %. The 'Save & Continue' button is highlighted with a red box at the bottom right. The footer indicates 'Current Org: Operational Services Division 12 | November 4, 2016 5:41:04 PM EST'.

## Job Aid:

### How to Create a Master Blanket Purchase Order (MBPO) from Scratch

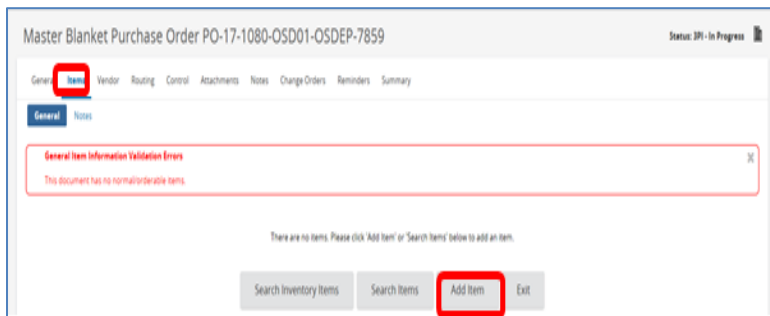
immediate acquisition of a commodity or service.

- **Alternate ID:** Enter information as required. This may include (but not limited to) data such as Massachusetts Management Accounting and Reporting System (MMARS) encumbrance ID or Enterprise Resource Planning (ERP)/Accounting system transaction numbers for non-MMARS users.
- **Special Instructions:** Enter information as required. This field allows for entry of specific instruction to vendors. If entered on the requisition, the data in this field will copy forward to the PO and also be visible on the print version of the PO. This may include (but not limited to) data such as shipping drop off info, locations, additional contacts, etc.

When fields are complete, scroll to the bottom of the screen and click on the **Save & Continue** button.

#### Step 5: Opening the Items Tab

1. Click on the **Items** tab. You are on the General sub tab within the Items tab. The item information section is used to define goods or services, their UNSPSC codes, and pricing information. Blankets are required to have at least one item.
2. Click on the **Add Item** button. Ignore the red validation error as the next few steps demonstrate how to add an orderable item.



Master Blanket Purchase Order PO-17-1080-OSD01-OSDEP-7859

Status: DFI - In Progress

General **Items** Vendor Routing Control Attachments Notes Change Orders Reminders Summary

General Notes

General Item Information Validation Errors  
This document has no nonorderable items.

There are no items. Please click 'Add Item' or 'Search Items' below to add an item.

Search Inventory Items Search Items **Add Item** Exit

## Job Aid:

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#### Step 6: Adding Items

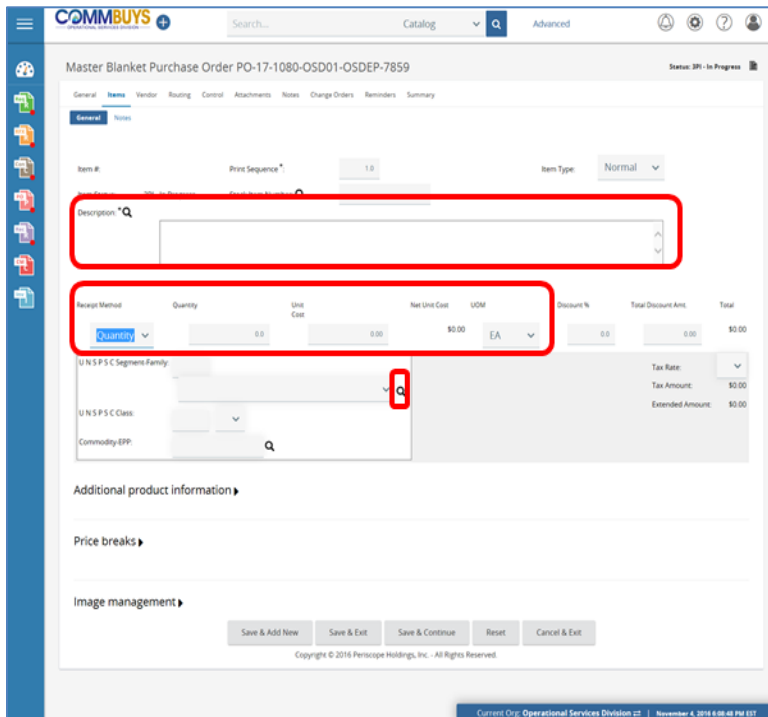
The Items General Tab allows you to enter:

- Description: good/service description; up to 400 characters
- Receipt method: quantity or dollars; choose based on receiving needs for the blanket
- Quantity: (at least 1) make sure it is relevant to the receipt method
- Unit cost: cost associated with the item/service per unit (can leave 0 to allow buyer to enter information)
- UOM (Unit of Measure): choose from dropdown

If this is a multi-vendor blanket, the description should be specific enough to determine what the purchaser is requesting the vendor to provide a quote. It is recommended that you indicate that users should create a Solicitation Enabled requisition when ordering this item.

In a single vendor PO, the item section defines specific products or services, their UNSPSC codes, and pricing information. If pricing varies based on an item attribute, create separate items with distinct pricing.

If you need users to be able to enter quoted prices, leave price blank and instruct them to enter pricing and edit or add to the description on their release requisitions so that the vendor knows what buyers are ordering.



## Job Aid:

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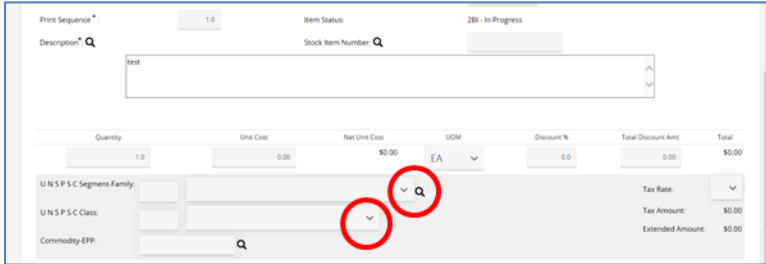
#### Step 7: Adding UNSPSC Codes

1. Click on the dropdown arrow next to the UNSPSC Segment-Family field.
2. Click on the desired UNSPSC Segment-Family code.
3. The screen refreshes with the cursor in the UNSPSC Class field. Click on the dropdown arrow next to the UNSPSC Class field and the Class results display.
4. Click on the desired UNSPSC Class code.
5. Scroll to the bottom of the screen and click on the **Save & Continue** button.

#### Step 8: Saving the Items

1. After each item is added to the PO, scroll to the bottom of the page to click on the best option. There are five button options:
  - **Save & Add New** – This button saves the item to the PO and opens a new item entry so that additional items can be added.
  - **Save & Exit** – This button saves the item, closes the item entry page, and returns to the Items tab (general sub tab).
  - **Save & Continue** – This button saves the item and remains on the item entry page.
  - **Reset** – This button removes the item from the PO without saving it.
  - **Cancel & Exit** – This button cancels the item and exits from the item entry page.

Repeat Steps 5 through 7 until the item entry is complete then click the **Save & Exit** button.



Print Sequence: 1.0 Item Status: 2B1 - In Progress

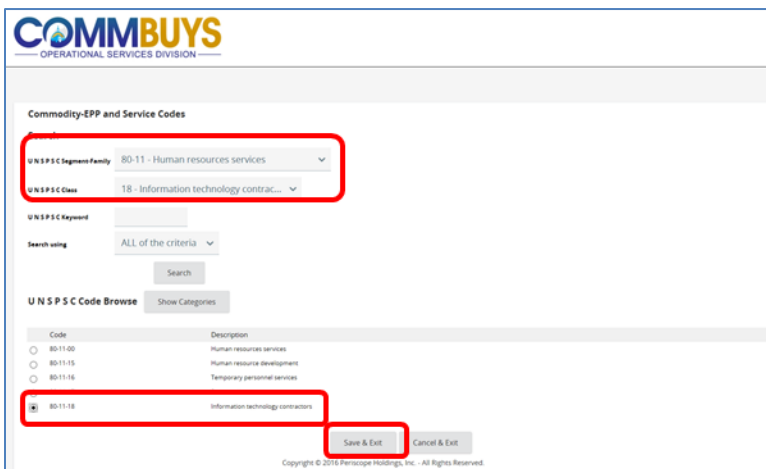
Description: [Text Field] Stock Item Number: [Text Field]

Quantity	Unit Cost	Net Unit Cost	UOM	Discount %	Total Discount Amt.	Total
1.0	0.00	\$0.00	EA	0.0	0.00	\$0.00

UNSPSC Segment-Family: [Dropdown] Tax Rate: [Dropdown]

UNSPSC Class: [Dropdown] Tax Amount: \$0.00

Commodity-EPP: [Text Field] Extended Amount: \$0.00



COMMBUYS OPERATIONAL SERVICES DIVISION

Commodity-EPP and Service Codes

UNSPSC Segment-Family: 80-11 - Human resources services

UNSPSC Class: 18 - Information technology contractors

UNSPSC Keyword: [Text Field]

Search using: ALL of the criteria

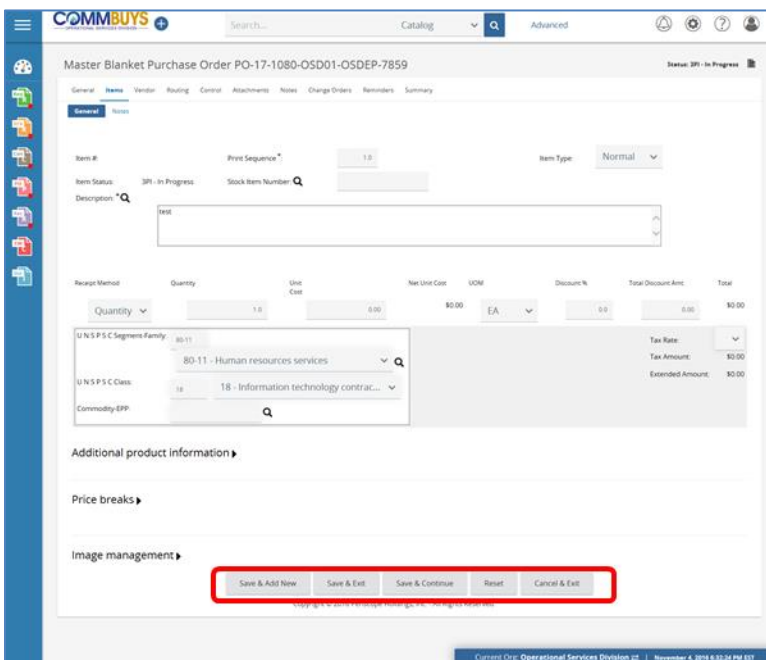
Search

UNSPSC Code Browse Show Categories

Code	Description
80-11-00	Human-resources services
80-11-15	Human-resource development
80-11-16	Temporary personnel services
80-11-18	Information technology contractors

Save & Exit Cancel & Exit

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COMMBUYS Search... Catalog Advanced

Master Blanket Purchase Order PO-17-1080-OSD01-OSDEP-7859 Status: 2B1 - In Progress

General Items Vendor Routing Control Attachments Notes Change Orders Reminders Summary

Item # [Text Field] Print Sequence: 1.0 Item Type: Normal

Item Status: 2B1 - In Progress Stock Item Number: [Text Field]

Description: [Text Field]

Receipt Method	Quantity	Unit Cost	Net Unit Cost	UOM	Discount %	Total Discount Amt.	Total
	1.0	0.00	\$0.00	EA	0.0	0.00	\$0.00

UNSPSC Segment-Family: 80-11 - Human resources services

UNSPSC Class: 18 - Information technology contractors

Commodity-EPP: [Text Field]

Additional product information

Price breaks

Image management

Save & Add New Save & Exit Save & Continue Reset Cancel & Exit

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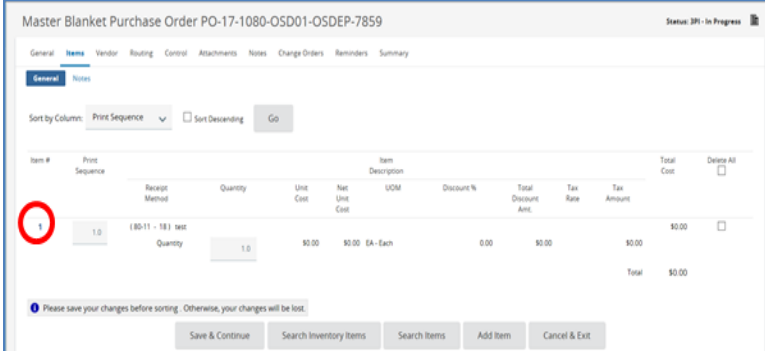
Current Org: Operational Services Division 02 | November 4, 2016 4:32:04 PM EDT

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### Step 9: Reviewing the Items Tab

To edit an item you have already entered, click on the blue hyperlinked number in the Item # column.



Master Blanket Purchase Order PO-17-1080-OSD01-OSDEP-7859

Status: (P) - In Progress

General Items Vendor Routing Control Attachments Notes Change Orders Reminders Summary

General Notes

Sort by Columns: Print Sequence ☐ Sort Descending Go

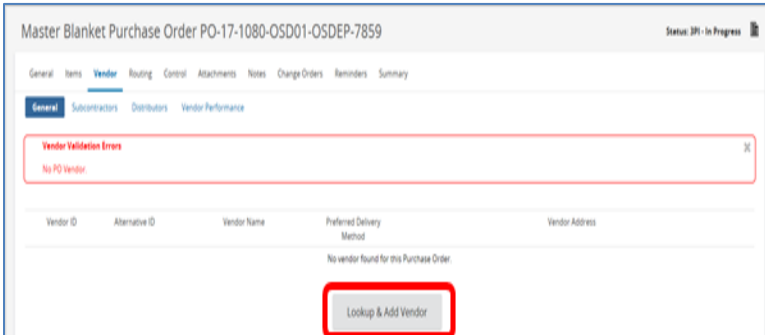
Item #	Print Sequence	Receipt Method	Quantity	Unit Cost	Net Unit Cost	UOM	Description	Discount %	Total Discount Amt.	Tax Rate	Tax Amount	Total Cost	Delete All
<a href="#">1</a>	1.0	(80-11 - 18) test	1.0	\$0.00	\$0.00	EA - Each		0.00	\$0.00		\$0.00	\$0.00	<input type="checkbox"/>
Total												\$0.00	

Please save your changes before sorting. Otherwise, your changes will be lost.

Save & Continue Search Inventory Items Search Items Add Item Cancel & Exit

### Step 10: Looking Up Vendors

1. Click on the **Vendor** tab.
2. Click on the **Lookup & Add Vendor** button.



Master Blanket Purchase Order PO-17-1080-OSD01-OSDEP-7859

Status: (P) - In Progress

General Items Vendor Routing Control Attachments Notes Change Orders Reminders Summary

General Subcontractors Distributors Vendor Performance

**Vendor Validation Error**  
No PO Vendor.

Vendor ID	Alternative ID	Vendor Name	Preferred Delivery Method	Vendor Address
No vendor found for this Purchase Order.				

Lookup & Add Vendor



## Job Aid:

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## Step 11: Entering Vendor Search Criteria

Enter your vendor search criteria if a single vendor is associated with this MBPO.

If there are multiple vendors associated with this MBPO, select the Conversion Vendor (COMMBUYS Vendor ID 99000000) here. The Conversion Vendor acts as an overall placeholder for the contract and allows you to enter all the awarded contractors as distributors.

Lookup & Add Vendor - Master Blanket Purchase Order PO-17-1080-OSD01-OSDEP-7859

Vendor Lookup

Search Using:  ALL of the criteria

Find It Clear

Search Fields:

Vendor ID  Vendor Name

Vendor Tax ID  Vendor Legal Name

Vendor Keyword  Alternate ID

ZIP Code  County

State

☐ Emergency Suppliers

☐ UNSPSC Segments Family

UNSPSC Class

UNSPSC Keyword

Disadvantaged Business Enterprise

DBE Category

DUNS Number

Environmentally Preferable Product

Lesbian, Gay, Bisexual and Transgender Owned Business Enterprise

Minority Owned Business Enterprise

Portuguese Owned Business Enterprise

Prompt Pay Discount

Are you interested in partnering as a Prime/Sub contractor?

Geographical Service Area in Massachusetts

Service Disabled Veteran Owned Business

Women Owned Business Enterprise

Business Structure

AGREEMENT AND TERMS OF USE FOR SELLERS

Business Type

Veteran Owned Business Enterprise

Women Non-profit Organization (W/NPO)

Program

Small Business Purchasing Program

Browse by: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 0 1 2 3 4 5 6 7 8 9 10

Find It Clear

Close Window

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## Step 12: Selecting the Vendor

- Click the radio button for the desired Vendor (either one single vendor or Conversion Vendor for a multi-vendor contract).

If you do not see the vendor you are looking for, try searching again or contact the vendor to see whether they are registered. The vendor must register with COMMBUYS in order to be added to a blanket.

- Click the **Add Vendor** button

Lookup & Add Vendor - Master Blanket Purchase Order PO-17-1080-OSD01-OSDEP-7859

Vendor Lookup

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1 2 3 4 5 6 7 8 9 10 > <

Select	Vendor ID	Vendor Name	Alternate ID	Last PO Date	Last Bid Date	Address	City	State	Contact Name	Phone
<input checked="" type="radio"/>	00009138	Adi Equipment Company LLC		Oct 27, 2016		172 West 1850 South	Sandy	UT	Sean Harris	(1234567890)
<input type="radio"/>	00009116	Alma L. Bounathan				22 Grove Place Unit 27	Westchester	MA	Alma Bounathan	(1234567890)
<input type="radio"/>	00009506	Archonchans, Inc.				401 Holmes Avenue, Suite H	Huntsville	AL	Randy Riley	(1234567890)
<input type="radio"/>	00000267	Barber Steel LLC / Harris Refractor		Oct 17, 2016		30 Lockbridge Street	Pasco	WA	Christine Jones	(1234567890)
<input type="radio"/>	00006842	Barne Trucking LLC				12802 Darnen Ct	Roseville	CA	Raymond Barne	(1234567890)
<input type="radio"/>	300219	Biomarine, Inc.				406 Creamery Way	Eden	MA	Lori Baumgard	(1234567890)
<input type="radio"/>	300049	Clean Harbors		Mar 24, 2016		1 Hill Avenue	Branford	CT	Thomas Ray	(1234567890)
<input type="radio"/>	00007402	Cyral Group, Inc.				4900 Haywood Road, Suite 100	Pleasanton	CA	James Baker	(1234567890)
<input type="radio"/>	00013899	David Hark Associates				600 Loring Avenue	Salem	MA	David Hark	(1234567890)
<input type="radio"/>	00007031	DIVISION 8 OPENING, INC.		Sep 2, 2016		P.O. Box 424	Statenville	MI	Richard Simmons	(1234567890)
<input type="radio"/>	00007628	Dynamic Shipyards, Inc.		Oct 27, 2016		1425 Whipple Road	East-Claire	MI	Michael Cullen	(1234567890)
<input type="radio"/>	00018775	Endless Mountains Stone and Masonry, Inc.				6819 Fat Brook Road	Troy	PA	Jennifer Ferguson	(1234567890)
<input type="radio"/>	00011566	James W. Costello		Sep 2, 2016		235 Beach St	Quincy	MA	James Costello	(1234567890)
<input type="radio"/>	00011634	Kent, Campa and Kate Inc.				416 North Thomas Street	Arlington	VA	Stephena Francis	(1234567890)
<input type="radio"/>	00019552	Keynote Communications LLC				3115 4TH STREET	METairie	LA	Kim Howell	(1234567890)
<input type="radio"/>	00009798	KIRK-GUNNELL/Johnson Energy Group				2410 Cane Street	Greenville	PA	Sam Ladd/Chatter	(1234567890)
<input type="radio"/>	00013162	Max Tools		Aug 17, 2016		305 N. Cleveland Ave	Westerville	OH	Amy Anderson	(1234567890)
<input type="radio"/>	00006439	MET TRUCKING, INC.				9210 BURLEY LN	LAUREL	MD	VICTOR KING	(1234567890)
<input type="radio"/>	00007912	Positive Results, LLC				36 BODULA ROAD	HOLYOKE	MA	GEORGIA LESSEGE	(1234567890)
<input type="radio"/>	00008820	PROMEDCARE, Inc.				1900 E Military Ave	Franklin	NE	Lynn Lamprecht	(1234567890)
<input type="radio"/>	00009593	Rg Mats of America Inc.				801 Centre Rd	Billing	MT	Mark Scottier	(1234567890)
<input type="radio"/>	00006534	Shore Office Equipment		Jul 22, 2016		P.O. Box 193	Norwell	MA	Bruce St.Aubin	(1234567890)
<input type="radio"/>	00019825	Silver Bay Technologies		Oct 25, 2016		100 Adams St	Dorchester	MA	Robert Dorst	(1234567890)
<input type="radio"/>	00011575	Texas Technologies LLC		Aug 1, 2016		2405 NE Miami Gardens Dr. Suite 102	Miami	FL	Josue Sotolongo	(1234567890)
<input type="radio"/>	00005363	Wendy J. Fuld aka C/F Industrial Supplies				71 Meetinghouse Lane	South Easton	MA	Charles Fuld	(1234567890)

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1 2 3 4 5 6 7 8 9 10 > <

Add Vendor Close Window

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## Job Aid:

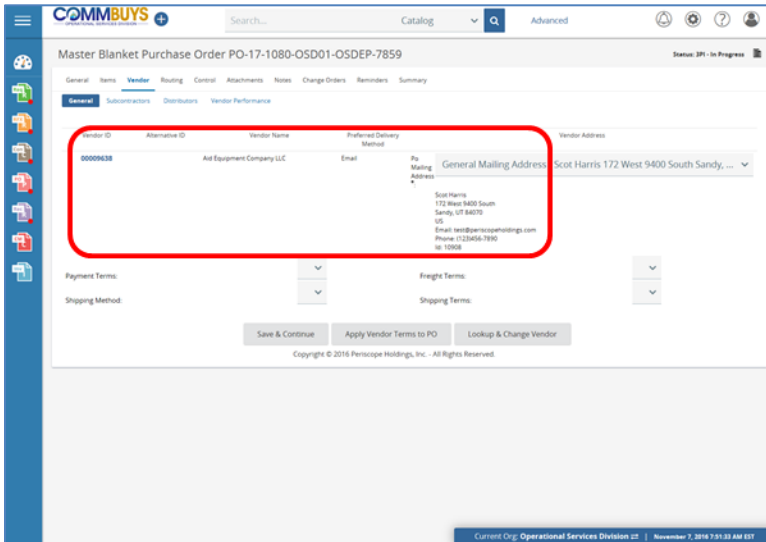
### How to Create a Master Blanket Purchase Order (MBPO) from Scratch

#### Step 13: Viewing the Vendor Information

The vendor information now displays on the Vendor tab.

Skip to Step 16 if you have selected a single-vendor MBPO.

If you selected Conversion Vendor for a multi-vendor MBPO, go to Step 14.

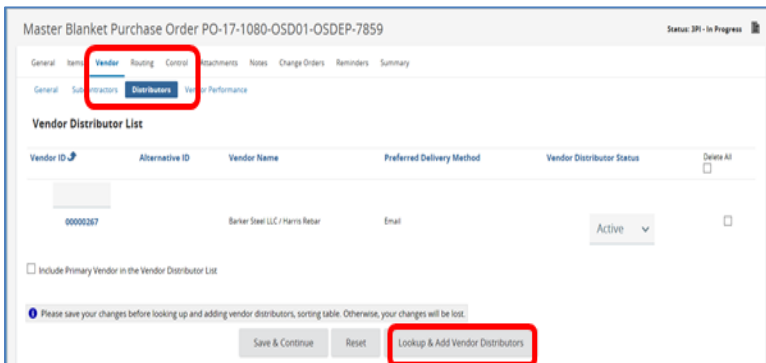


Master Blanket Purchase Order PO-17-1080-OSD01-OSDEP-7859

Vendor ID: 00009638, Vendor Name: Ad Equipment Company LLC, General Mailing Address: Scot Harris 172 West 9400 South Sandy, UT 84070

#### Step 14: Searching for Multi-Vendors

1. If you selected Conversion Vendor for a multi-vendor MBPO, click on the **Distributors** sub tab.
2. Click on the **Lookup & Add Vendor Distributors** button.



Master Blanket Purchase Order PO-17-1080-OSD01-OSDEP-7859

Vendor Distributor List

Vendor ID	Alternative ID	Vendor Name	Preferred Delivery Method	Vendor Distributor Status	Delete All
00000267		Barker Steel LLC / Harris Retar	Email	Active	<input type="checkbox"/>

Save & Continue, Reset, **Lookup & Add Vendor Distributors**

#### Step 15: Selecting Multi-Vendors

If this is a distributor-based blanket, another Vendor Search popup window will display.

1. Search for all the Vendors on the contract and check the box next to the Vendor's name. You will need to do this process one vendor at a time.
2. For each vendor added, click on the **Save & Continue** button.
3. When finished adding vendors, click on the **Save & Exit** button.



Vendor ID	Vendor Name	Contract	Location	State	Contact	Phone
00009638	Big Marts of America Inc.	101 Center Rd	Billings	MT	Mark Schaffner	(123)456-7890
00006534	Shore Office Equipment	Jul 22, 2014	P.O. Box 193	Norwell	MA	Bruce St. Aubin
00019225	Silver Bay Technologies	Oct 25, 2016	100 Adams St	Durham	MA	Robert Durst
00011575	Transus Technologies LLC	Aug 1, 2014	2402 NE Miami Gardens Dr. Suite 102	Miami	FL	Jose Serradell
00005363	Wendy L. Fuld dba CLP Industrial Supplies		71 Meetinghouse Lane	South Easton	MA	Charles Fuld

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**Save & Exit**, **Save & Continue**, Save & Next Page, Find Vendors for All Commodity EPPs on the PO, Close Window

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#### Step 16: Setting MBPO Controls

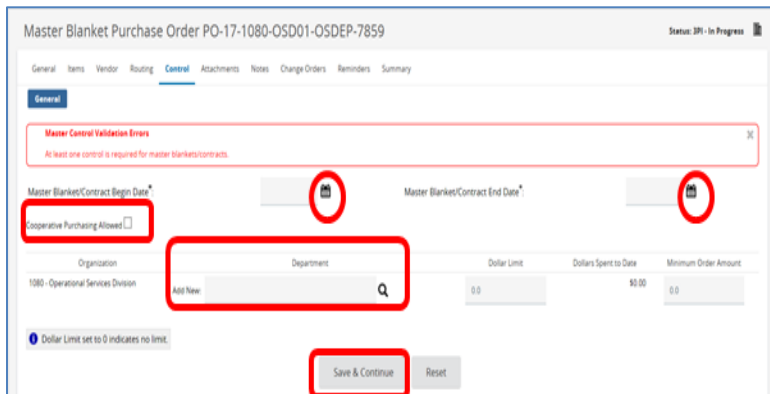
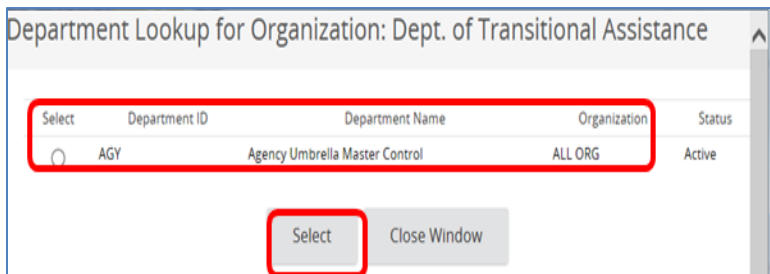
1. Click on the **Control** tab, enter the **Master Blanket Contract Begin and End Date**. You can use the calendar icons to select the dates.
2. Select the **Organization(s) and Department(s)** who can view and utilize this contract in COMMBUYS.
3. Check the **Cooperative Purchasing Allowed** checkbox if multiple Organizations can view and use this MBPO in accordance with the RFR language.

NOTE: If all organizations in COMMBUYS can purchase from the MBPO, check the Cooperative Purchasing Allowed box and in the organization search, select the radio button for **AGY** (Agency Umbrella Master Control) for all organizations.

If you are the only organization to use this MBPO, select the department(s) by clicking on the **magnifying glass search icon** to search for the organization and department. You will have to select each department if all users in your COMMBUYS organization use this MBPO.

You can also set a dollar limit or minimum order amount if the contract has dollar stipulations.

4. Click on the **Save & Continue** button.

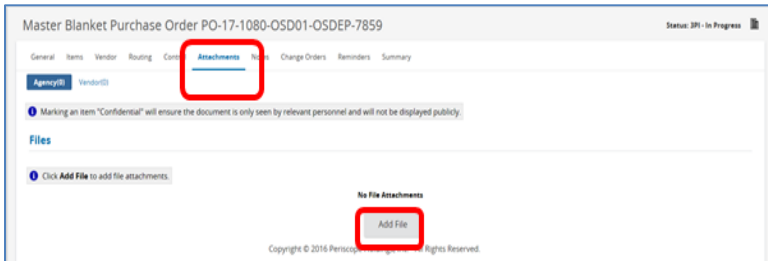



Select	Department ID	Department Name	Organization	Status
<input checked="" type="radio"/>	AGY	Agency Umbrella Master Control	ALL ORG	Active

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#### Step 17: Adding Attachments



Master Blanket Purchase Order PO-17-1080-OSD01-OSDEP-7859

Status: BFI - In Progress

General Items Vendor Routing Cont **Attachments** Notes Change Orders Reminders Summary

Agency(S) Vendor(S)

Marking an item "Confidential" will ensure the document is only seen by relevant personnel and will not be displayed publicly.

Files

Click Add File to add file attachments.

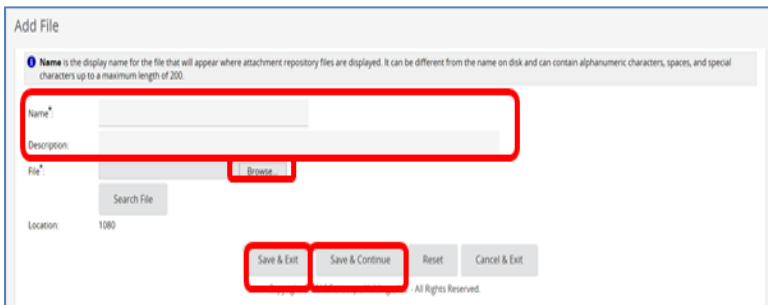
No File Attachments

Add File

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1. Click on the **Attachments** tab.
2. Here you will need to upload all attachments relevant to this MBPO.
3. Click on the **Add File** button.

#### Step 18: Browsing for Files



Add File

Name is the display name for the file that will appear where attachment repository files are displayed. It can be different from the name on disk and can contain alphanumeric characters, spaces, and special characters up to a maximum length of 200.

Name\*

Description

File\*

Browse

Search File

Location: 1080

Save & Exit Save & Continue Reset Cancel & Exit

All Rights Reserved.

1. Click on the **Browse** button to search for files.
2. Select the desired file and click on the **Open** button.
3. The **Name\*** field will automatically populate from the name of the selected file, but you can modify it. The contents of this field show up as the underlined link for the file, so you can make the text of the link more descriptive.
4. Provide additional detail in the **Description** field, which becomes visible when a user goes to download the attachment.
5. Add each attachment separately, then click on the **Save & Continue** button.
6. When you have attached all desired files, click on the **Save & Exit** button.

## Job Aid:

# How to Create a Master Blanket Purchase Order (MBPO) from Scratch

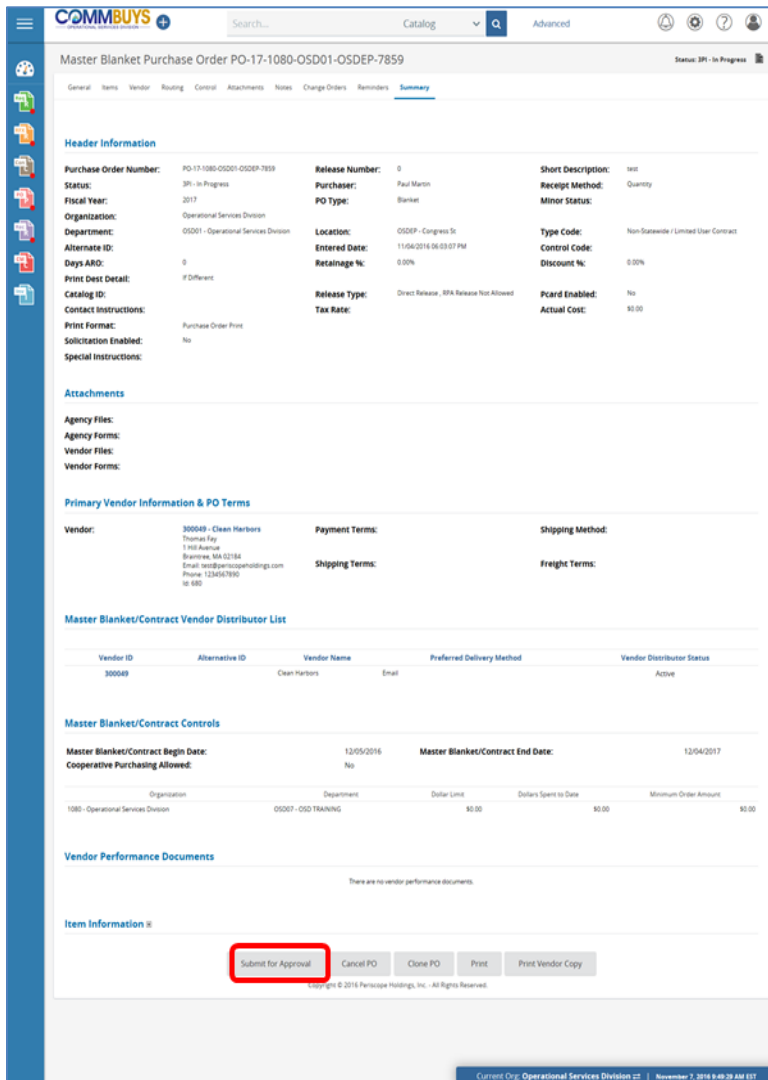
### Step 19: Reviewing the Summary Tab

1. Click on the **Summary** tab.
2. Review the MBPO content.

The Summary page is broken into headings:

- Header information: general contract information - organization, department, and location; contact instructions, attachments; status. This is also where the appropriate **Type Code** displays to designate the type of contract, and the **Solicitation Enabled** checkbox that determines whether this is a catalog vs. a blanket used for future Bids for pricing not specified in a catalog.
- Attachments: all attached files and templates for the MBPO.
- Primary vendor information & PO Terms: Conversion Vendor holds the place as a primary vendor for the multi-vendor model contracts.
- Master Blanket/Contract Vendor Distributor List: since the vendors are not active COMMBUYS Sellers yet there is no distributor listed.
- Master Blanket/Contract Controls: begin and end date for the contract, as well as who can use the contract.
- Item Information: contract line items/services listed.
- Approval Paths: displays the approvers who are on the approval path for the creation of the MBPO

3. Click on the **Submit for Approval** button. The Blanket PO will be routed through any approvals required and may be returned to you to re-open, edit and resubmit if approvers have disapproved with comments about changes needed.



Master Blanket Purchase Order PO-17-1080-OSD01-OSDEP-7859

Status: 3PI - In Progress

General Items Vendor Routing Control Attachments Notes Change Orders Reminders Summary

**Header Information**

Purchase Order Number: PO-17-1080-OSD01-OSDEP-7859  
 Status: 3PI - In Progress  
 Fiscal Year: 2017  
 Organization: Operational Services Division  
 Department: OSD01 - Operational Services Division  
 Alternate ID:  
 Days ARD: 0  
 Print Dist Detail: F Different  
 Catalog ID:  
 Contact Instructions:  
 Print Format: Purchase Order Print  
 Solicitation Enabled: No  
 Special Instructions:

Release Number: 0  
 Purchaser: Paul Martin  
 PO Type: Blanket  
 Location: OSD01 - Congress St  
 Entered Date: 11/04/2016 06:03:07 PM  
 Retainage %: 0.00%  
 Release Type: Direct Release - RFA Release Not Allowed  
 Tax Rate:

Short Description: misc  
 Receipt Method: Quantity  
 Minor Status:  
 Type Code:  
 Control Code:  
 Discount %: 0.00%  
 Pcard Enabled: No  
 Actual Cost: \$0.00

**Attachments**

Agency Files:  
 Agency Forms:  
 Vendor Files:  
 Vendor Forms:

**Primary Vendor Information & PO Terms**

Vendor: 300049 - Clean Harbors  
 Thomas Fay  
 1100 Russell  
 Bayonne, NJ 07004  
 Email: tom.fay@cleanharbors.com  
 Phone: 201-261-7890  
 US 000

Payment Terms:  
 Shipping Terms:  
 Shipping Method:  
 Freight Terms:

**Master Blanket/Contract Vendor Distributor List**

Vendor ID	Alternative ID	Vendor Name	Preferred Delivery Method	Vendor Distributor Status
300049		Clean Harbors	Email	Active

**Master Blanket/Contract Controls**

Master Blanket/Contract Begin Date: 12/05/2016  
 Cooperative Purchasing Allowed: No  
 Master Blanket/Contract End Date: 12/04/2017

Organization	Department	Dollar Limit	Dollars Spent to Date	Minimum Order Amount
1080 - Operational Services Division	OSD01 - OSD TRAINING	\$0.00	\$0.00	\$0.00

**Vendor Performance Documents**

There are no vendor performance documents.

**Item Information**

Submit for Approval Cancel PO Clone PO Print Print Vendor Copy

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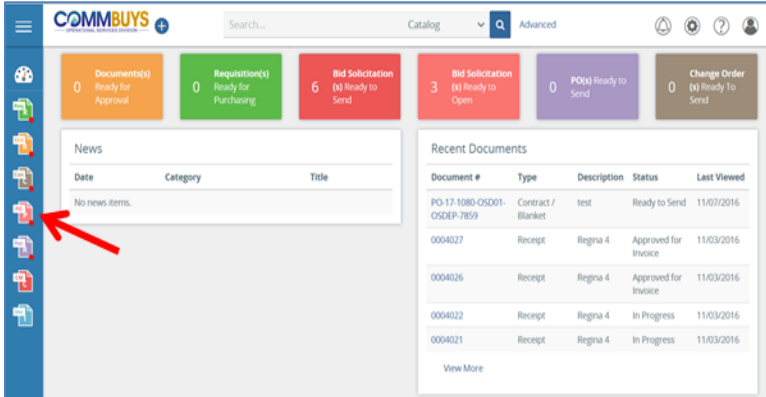
Current Org: Operational Services Division 001 November 7, 2016 9:48:20 AM EST

## Job Aid:

### How to Create a Master Blanket Purchase Order (MBPO) from Scratch

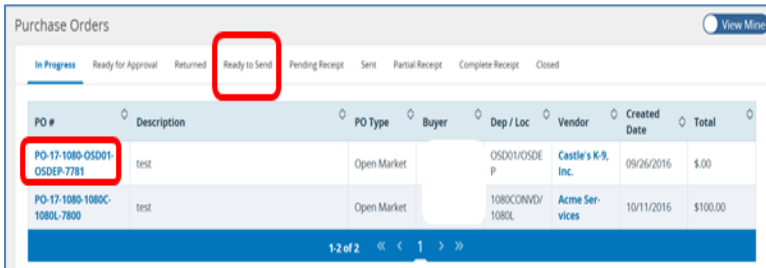
#### Step 20: Opening the MBPO

Once approvals have been granted, open the MBPO. One way to find the document is by clicking on the **PO** icon on the left side of the COMMBUYS main menu.



#### Step 21: Selecting the MBPO

1. Click on the **Ready to Send** tab.
2. Click on the blue hyperlink for the desired MBPO in the **PO#** column.



## Job Aid:

### How to Create a Master Blanket Purchase Order (MBPO) from Scratch

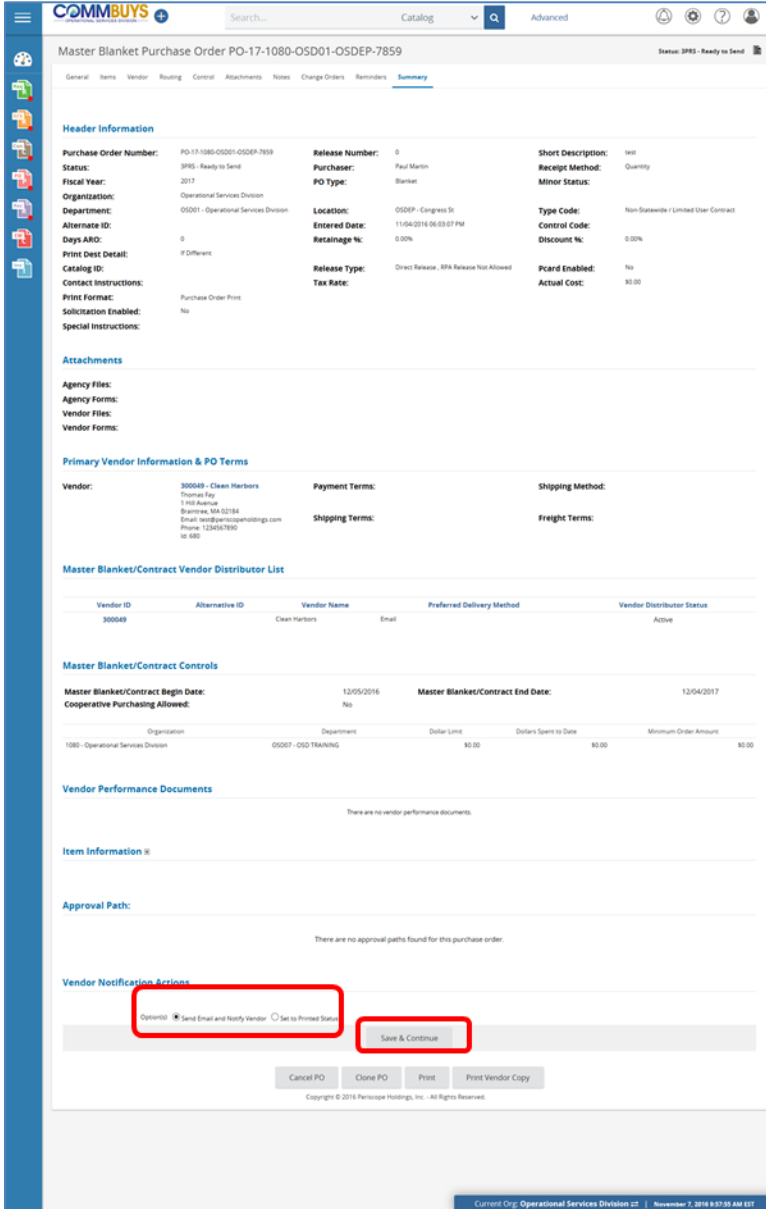
#### Step 22: Sending the MBPO

The MBPO opens to the Summary tab page.

- At the bottom of the page, select one of the following options by clicking on a radio button:
  - Send Email and Notify Vendor**
  - Set to Printed Status**

**NOTE:** Use Send Email and Notify vendor if this is a new contract and the vendor requires notification. Set to Printed Status does not notify the Vendor.

- Click the **Save & Continue** button. This action places the MBPO into Sent status.



Master Blanket Purchase Order PO-17-1080-OSD01-OSDEP-7859

Status: SPB - Ready to Send

**Header Information**

Purchase Order Number: PO-17-1080-OSD01-OSDEP-7859  
 Status: SPB - Ready to Send  
 Fiscal Year: 2017  
 Organization: Operational Services Division  
 Department: OSDEP - Congress St  
 Alternate ID: 0  
 Days ARD: 0  
 Print Dest Detail: 0 Different  
 Catalog ID:  
 Contact Instructions:  
 Print Format: Purchase Order Print  
 Solicitation Enabled: No  
 Special Instructions:

Release Number: 0  
 Purchaser: Paul Martin  
 PO Type: Blanket  
 Location: OSDEP - Congress St  
 Entered Date: 11/04/2016 06:03:07 PM  
 Retainage %: 0.00%  
 Release Type: Direct Release - RFA Release Not Allowed  
 Tax Rate:

Short Description: test  
 Receipt Method: Quantity  
 Minor Status:  
 Type Code: Non Statewide / Limited User Contract  
 Control Code:  
 Discount %: 0.00%  
 Pcard Enabled: No  
 Actual Cost: \$0.00

**Attachments**

Agency Files:  
 Agency Forms:  
 Vendor Files:  
 Vendor Forms:

**Primary Vendor Information & PO Terms**

Vendor: 300049 - Clean Harbors  
 300049 - Clean Harbors  
 Thomas, Ky  
 1101 Avenue  
 Bartonsville, MI 48214  
 Email: test@periscopeholdings.com  
 Phone: 1204557890  
 10 580

Payment Terms:  
 Shipping Terms:  
 Shipping Method:  
 Freight Terms:

**Master Blanket/Contract Vendor Distributor List**

Vendor ID	Alternative ID	Vendor Name	Preferred Delivery Method	Vendor Distributor Status
300049		Clean Harbors	Email	Active

**Master Blanket/Contract Controls**

Master Blanket/Contract Begin Date: 12/05/2016  
 Cooperative Purchasing Allowed: No  
 Master Blanket/Contract End Date: 12/04/2017

Organization	Department	Dollar Limit	Dollars Spent to Date	Minimum Order Amount
1080 - Operational Services Division	OSDEP - OS TRAINING	\$0.00	\$0.00	\$0.00

**Vendor Performance Documents**

There are no vendor performance documents.

**Item Information**

**Approval Path:**

There are no approval paths found for this purchase order.

**Vendor Notification Actions**

Optional: ☒ Send Email and Notify Vendor ☐ Set to Printed Status

**Save & Continue**

Cancel PO Clone PO Print Print Vendor Copy

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Current Org: Operational Services Division 22 | November 2, 2016 9:57:55 AM EST